

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3434      **TITLE:** LIBRARY ASSISTANT I      **GRADE:** S-14

**DEFINITION:**

Under the general supervision of a professional librarian, performs paraprofessional library duties in one of the following areas:

In a regional library, serves as Assistant Page Manager or Associate Circulation Manager;

In a community library, serves as Assistant Circulation Manager or Page Manager; performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Library Assistant I is distinguished from the Library Aide in that the Library Assistant I performs entry level work in supervising circulation functions and personnel, whereas Library Aide does not typically act in a lead or supervisory capacity.

The Library Assistant I is distinguished from the Library Assistant II in that the Library Assistant II generally performs more complex and diverse work in a lead and/or supervisory capacity, whereas Library Assistant I performs on-going paraprofessional work that is more narrow and less complex, including entry level supervisory duties.

**ILLUSTRATIVE DUTIES:**

Manages the page department of a community library;

Assists in the management of a community circulation department;

Assists in the management of the page department of a regional library;

Manages a regional library's circulation department on Sundays;

Interviews, selects, trains and evaluates the performance of subordinates and volunteers;

Serves as manager-in-charge of circulation services as required;

Communicates circulation policies and procedures at a community or regional library;

Resolves non-routine circulation problems and clients' account issues, referring as appropriate;

Performs all general public service circulation duties and support tasks;

Serves as a member of the Branch Management Team;

May schedule staff and plan workflow to ensure adequate coverage.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of library policies and procedures;

Knowledge of how to operate and effectively utilize the Library's automated circulation system;

Knowledge of English grammar, spelling, and punctuation;

Knowledge of word processing and computer applications;

Ability to supervise and coordinate the work of others;

Ability to effectively train others;

Ability to communicate effectively in English, both orally and in writing;

Ability to establish and maintain good working relationships with others;

Ability to deal with stressful situations and difficult customers;

Ability to exercise tact, good judgment and initiative;  
Ability to work independently within established policies, procedures, and guidelines;  
Ability to analyze problems and recommend solutions;  
Ability to evaluate procedures and recommend improvements;  
Ability to learn and independently use office equipment, including software suites and specialized databases;  
Ability to perform basic arithmetic;  
Ability to perform repetitive hand, arm, wrist and shoulder movements;  
Ability to stoop, bend and stretch;  
Ability to stand for two hours at a time.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:  
High school graduation or possession of a G.E.D. issued by a state department of education;  
PLUS  
2 years of full-time experience or the equivalent amount of part-time library or customer service experience.

**CERTIFICATES AND LICENSES REQUIRED:**

Not applicable.

REVISED:	July 14, 2006
REGRADED:	July 8, 2006
REVISED:	March 16, 1999
REVISED:	October 3, 1994
REVISED:	April 22, 1985